

## Paul P. Gates Board 2019-2020 Vacancies

Seat	Person	Typical Duties	Contact Info
Senior Co-chair	Vacant	The Senior Co-chair presides over the public/board meetings, serves as the primary contact to the principal, and retains all official records of the PTO. Typical responsibilities include creating a yearly calendar of PTO run events; oversight of PTO events, soliciting volunteers and event co-chairs; crafting agendas and running monthly PTO meetings; and scheduling regular check in meetings with the principal. The Senior Co-chair does not have to attend every PTO run event, but can if they chose to do so.	
Junior Co-chair	Vacant	The Junior Co-chair's job is to help the Senior Co-chair with oversight of the organization. Typical responsibilities include helping coordinate the work of committee chairs, making sure items of importance are being communicated to our members, and attending meetings. In other words, you do your best to help ensure a smooth running school year and learn as much as possible. This is a two-year position. After one year as Junior Co-chair, you assume the role of Senior Co-chair.	
Treasurer	Vacant	The Treasurer (with the help of the Senior Co-chair) prepares and submits a budget for approval at the first meeting of the new school year. The Treasurer is responsible for ongoing budget oversight, keeping accurate record of receipts and expenditures, and paying funds/bills. The Treasurer presents a financial update at the beginning of every meeting and manages the cash box for Gates events.	
Assistant Treasurer	Vacant	The Assistant Treasurer works with the Treasurer to receive / deposit / manage all monies to the PTO. Typical responsibilities include collecting checks or cash, logging the deposits, and depositing them to the PTO's bank account. This is a two-year position. After one year as the Assistant Treasurer, you assume the role of Treasurer and handle the outgoing payments for the PTO.	
Corresponding Secretary	Vacant	The Corresponding Secretary manages all PTO communications. Typical responsibilities include managing the Gates PTO mailing list, sending out the Gates Newsletter, posting to the Paul P. Gates Parent Connection page on Facebook, updating the website, managing the school calendar, and sending stand-alone email correspondence.	
Recording Secretary	Vacant	The Recording Secretary is responsible for keeping accurate meeting minutes. This includes managing the attendance sheet at meetings, taking notes, and then sharing the meeting minutes with the PTO Board who will review them, vote on them, and then post them on our PTO website.	
Past Chair Advisor(s)	Soula, Harish	The Past Chair Advisor helps to ensure continuity of PTO activities and is available to help with any questions.	harish2004@gmail.com (978) 295-1695  shatziliades@hotmail.com (617) 510-6893

**Please Note:**

- Co-Chairpersons and Treasurers shall each serve a two year term in office. The second year of the term is served as the Senior and a new Junior Co-Chair/Assistant Treasurer will be elected each year. All other officers will serve a one year term.
- Officers shall be elected annually in the month of May. Officers shall assume their official duties following the close of the June meeting.
- No person shall serve more than two consecutive years in the same office.

For more information, please review the Gates PTO Bylaws (also on the PTO website)

<https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnxhY3RvbmdhdGVzcHRvfGd4OjQzYzJiMGI1YjU1NjY2Njk>